

## **PETROLIA BOROUGH ORDINANCE**

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**BOROUGH OF PETROLIA  
BUTLER COUNTY, PENNSYLVANIA  
ORDINANCE NO. 2004-169**

AN ORDINANCE OF THE BOROUGH OF PETROLIA, BUTLER COUNTY, PENNSYLVANIA, DIRECTING AND REQUIRING THE CONNECTION OF ALL OCCUPIED STRUCTURES TO PUBLIC WATER LINES ACCESSIBLE THERETO PROVIDED TO THE GENERAL PUBLIC BY THE PETROLEUM VALLEY REGIONAL WATER AUTHORITY; PROVIDING FOR THE METHOD OF CONNECTION BETWEEN STRUCTURES AND PUBLIC WATER LINES; PROVIDING FOR ABANDONMENT OF WELLS; PROVIDING FOR PAYMENT OF CHARGES FOR WATER CONNECTION AND WELL ABANDONMENT; PROVIDING REMEDIES FOR THE BOROUGH OF PETROLIA IN THE EVENT OWNERS REFUSE TO ABANDON WELLS; AND PROVIDING PENALTIES FOR VIOLATIONS OF THIS ORDINANCE.

WHEREAS, the Members of the governing body of the Borough of Petrolia, Butler County, Pennsylvania, have been advised that groundwater within the Borough of Petrolia and used for potable water by residents of the Borough of Petrolia is contaminated or threatened by releases of hazardous substances as described in a Notice of Proposed Remedial Response (the "Notice") issued February 15, 2003, by the Pennsylvania Department of Environmental Protection ("DEP"), pursuant to Section 505 of the Pennsylvania Hazardous Sites Cleanup Act, Act of October 18, 1998, P.L. 756, 35 P.S. §§ 6020.101-6020.1305 ("HSCA"); and

WHEREAS, as a result of the Notice, DEP is providing a HSCA grant to the Petroleum Valley Regional Water Authority ("Authority") for the construction of public water facilities in the Borough of Petrolia, ('Borough'); and

WHEREAS, as a result of the Notice, the Members of the governing body of the Borough of Petrolia, deem it advisable and in the best interest of the residents of the Borough of Petrolia to require all occupied structures accessible to a public water main to be connected to the main, and advisable and in the best interest of all residents in the contaminated area that wells be abandoned after such connection to the public water supply; and,

WHEREAS, Article XXIV, Section 2461 of the Borough Code empowers the Borough to compel the owner of any property which abuts a public water main line to connect thereto; and

WHEREAS, it is the intent of this Ordinance to provide for the mandatory tapping into a public water main of properties in the Borough to which the Authority is to provide public water service under that certain Grant Agreement between the Authority and DEP ("Grant Agreement"), and any subsequent water line projects by the Authority.

NOW, THEREFORE, be it ORDAINED and ENACTED by the governing body of the Borough of Petrolia, Butler County, Pennsylvania the following:

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**SECTION 1: Mandatory Connection.** Every owner of a property in the Borough that abuts a public water main and upon which is erected, now or in the future, a structure suitable for human occupancy or commercial or industrial use shall, at the cost of such owner unless otherwise noted below, connect the structure to the public water main in order that the structure be served with a public water supply for potable use, subject only to such exceptions as are set forth elsewhere in this Ordinance.

**SECTION 2: Tapping Fee.**

(a) At the time a public water main owned or operated by the Authority of the Borough as part of a public water distribution system has been installed at a location abutting or contiguous to property on which a structure is presently, or in the future will be constructed, the owner of the property shall, upon notice from the Authority and/or the Borough, pay a tapping fee for the connection to public water main. This tapping fee will be established by and paid to the Authority.

(b) Notwithstanding the above, the required tapping fee shall be waived for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water distribution system pursuant to the Grant Agreement, provided the connection is completed within six months following the date upon which the public water service becomes available to the property.

**SECTION 3: Compliance with Authority Rules.** No person or other entity shall make or cause to be made any connection to a public water main until such party has complied with all rules and regulations established by the Authority operating the public water distribution system to which the connection is to be made.

**SECTION 4: Confirmation of Authority Rules.** The Borough hereby approves and confirms all Rules and Regulations and Schedule of Rates and Charges of the Authority now in effect and as each may be later enacted, amended, revised and/or rescinded by the Authority in the exercise of its exclusive power to do so.

**SECTION 5: Costs of Construction.**

(a) The cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, will be the responsibility of the property owner.

(b) Notwithstanding the above, the cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the connection is completed within six months following the date upon which public water service becomes available to the property.

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**SECTION 6: Abandonment of Wells.**

(a) Groundwater wells supplying water to properties abutting or contiguous to the public water distribution system to be constructed by the Authority pursuant to the Grant Agreement are subject to the release or threatened release of hazardous substances or contaminants as described in the Notice.

(b) Upon a property's connection to the public water supply, the use of ground water wells for potable water at the property is prohibited. Upon a property's connection to the public water supply, the property owner shall abandon all wells in accordance with state and federal law. The property owner may continue using the well for non-potable purposes by notifying the Authority of the continued operation of the well and providing proof to the Borough, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(c) below.

(c) Immediately upon a property's connection to the public water supply, all wells supplying water to the property shall be disconnected from any and all structures on the property. The electrical supply to the well shall be disconnected, and plumbing from the wellhead to the structure shall be disconnected, unless the owner of the property notifies the Authority of the continued operation of the well for non-potable purposes and provides proof to the Borough, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below, in which event connections necessary for non-potable uses of well water may be maintained.

(d) The cost of the well abandonment shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the well abandonment is completed within six months following the date upon which public water service becomes available to the property.

(e) In the event a property owner neglects or refuses to abandon a water supply well on property served by the public water main, the property owner shall file an Affidavit with the Recorder of Deeds of Butler County, Pennsylvania, with copies to DEP and the Borough, containing the following information:

Name of Property Owner;

Street Address Location of existing well;

Street Address and/or Mailing Address of Property Owner;

Name of Municipality;

Tax Parcel ID Number;

Description of the location of the water supply well the property; and

This Statement: "A water supply well exists on the property that is subject to the release or threatened release of hazardous substance or contaminants and the failure to abandon such well may permit human or animal exposure to hazardous substances or contaminant."

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Should the property owner later abandon the water supply well in accordance with state and federal law, the property owner shall file an Affidavit with the Recorder of Deeds of Butler County, Pennsylvania, verifying that well abandonment has occurred. Should the property owner fail to file an Affidavit required under this Section 6(e), the Authority, as agent for the Borough, shall do so.

**SECTION 7: Non-Compliance with Ordinance.** If the owner of a property on which a structure subject to this Ordinance is erected neglects or refuses to comply with the provisions of this Ordinance for a least ninety (90) days after receiving notice to do so from the Authority or the Borough, or within the time period designated by the Grant Agreement, such notice either by personal service or mail, then an agent for the Authority may enter the property and the structure and supply all the material and labor necessary to accomplish the connection of the structure to the public water main and the abandonment of wells in order that the property and the structure be brought into compliance with this Ordinance. At its option the Borough or the Authority may also record the Affidavit set forth in section 6(e) above at the sole cost and expense of the property owner. All cost and expense of any such actions, including but not limited to construction activities, shall be borne by the property owner and shall be due and payable within thirty (30) days of the date of an invoice to the owner for the same. If not paid within thirty (30) days, the payment may be enforced in the same manner as debts may be collected at law or by a municipal claim or lien against the property owner as provided by law.

**SECTION 8: Penalties.** In addition to the penalties provided for in this Ordinance, any person, company or other legal entity that fails to make the required connection, abandon its well or file the required Affidavit within the ninety (90) day period after notice shall, upon conviction before a District Justice, pay a fine or penalty of not less than Twenty-Five (\$25.00) Dollars and not more than Three Hundred (\$300.00) Dollars, plus costs, and/or be sentenced to imprisonment of not more than thirty (30) days. It is further provided that each day's violation following the initial ninety (90) day-period shall be a separate offense and may be prosecuted as such.

**SECTION 9: Administration by Authority.** The Borough hereby designates and appoints the Authority, on behalf of the Borough, and to the fullest extent necessary and possible, to carry out all the intents, purposes, and requirements of this Ordinance, and to act in all ways, either in its own name or on behalf of and in the name of the Borough, in the administration and enforcement of all terms and conditions of this Ordinance, the Rules and Regulations of the Authority, and the Schedule of Rates and Charges, all such Rules and Regulations and Schedule of Rates and Charges being capable, in the sole discretion of the Authority, of amendment by it from time to time.

**SECTION 10: Waiver of Fees.** Waiver of payment of tapping fees, the cost of installing the property owner's service line, water meter and other appurtenances, and the cost of well abandonment, shall only be paid out of Grant Agreement funds for those property owners with existing structures in the area subject to the release of threatened release of hazardous substances or contaminants as described in the Notice and addressed by the Grant Agreement.

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**SECTION 11: Severability.** The invalidation of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of the Ordinance that can be given effect without such invalid part or parts.

**SECTION 12: Effective Date.** This ordinance shall become effective five (5) days after its adoption.

ENACTED AND ORDAINED as an ordinance of the Borough of Petrolia, Butler County, Pennsylvania, this 6th day of December, 2004.

Attest:

BOROUGH OF PETROLIA  
BUTLER COUNTY, PENNSYLVANIAMargaret Thompson (SEAL)  
SecretaryRobert B. Barger  
CouncilmanJean M. Barger  
Councilman\_\_\_\_\_  
CouncilmanRobin K. McBain  
CouncilmanFred Anglin  
CouncilmanRobert Thompson  
Councilman\_\_\_\_\_  
Councilman

Approved By:

Marilyn Lye Claypool  
Mayor

## **FAIRVIEW TOWNSHIP ORDINANCE**

Sep. 8 '05 13:08

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P. 3

## MODEL ORDINANCE

(MUNICIPALITY NAME),  
(NAME OF COUNTY), PENNSYLVANIA  
ORDINANCE NO. 2004-96-04

AN ORDINANCE OF THE (Insert name of MUNICIPALITY AND NAME OF COUNTY), PENNSYLVANIA, DIRECTING AND REQUIRING THE CONNECTION OF ALL OCCUPIED STRUCTURES TO PUBLIC WATER LINES ACCESSIBLE THERETO PROVIDED TO THE GENERAL PUBLIC BY THE PETROLEUM VALLEY REGIONAL WATER AUTHORITY; PROVIDING FOR THE METHOD OF CONNECTION BETWEEN STRUCTURES AND PUBLIC WATER LINES; PROVIDING FOR ABANDONMENT OF WELLS; PROVIDING FOR PAYMENT OF CHARGES FOR WATER CONNECTION AND WELL ABANDONMENT; PROVIDING REMEDIES FOR THE (SELECT BOROUGH/TOWNSHIP) IN THE EVENT OWNERS REFUSE TO ABANDON WELLS; AND PROVIDING PENALTIES FOR VIOLATIONS OF THIS ORDINANCE.

WHEREAS, the Members of the governing body of the (Insert name of MUNICIPALITY, name of county) County, Pennsylvania, have been advised that groundwater within the (Insert name of MUNICIPALITY) and used for potable water by residents of the (Insert name of MUNICIPALITY) is contaminated or threatened by releases of hazardous substances as described in a Notice of Proposed Remedial Response (the "Notice") issued February 15, 2003, by the Pennsylvania Department of Environmental Protection ("DEP"), pursuant to Section 505 of the Pennsylvania Hazardous Sites Cleanup Act, Act of October 18, 1998, P.L. 756, 35 P.S. §§ 6020.101- 6020.1305 ("HSCA"); and

WHEREAS, as a result of the Notice, DEP is providing a HSCA grant to the Petroleum Valley Regional Water Authority ("Authority") for the construction of public water facilities in the (Insert name of MUNICIPALITY), (select "Borough/Township"); and

WHEREAS, as a result of the Notice, the Members of the governing body of the (Borough/Township), deem it advisable and in the best interest of the residents of the (Borough/Township) to require all occupied structures accessible to a public water main to be connected to the main, and advisable and in the best interest of all residents in the contaminated area that wells be abandoned after such connection to the public water supply; and,

[SELECT ONE OF THE OPTIONS BELOW]

WHEREAS, Article XXIV, Section 2461 of the Borough Code empowers the Borough to compel the owner of any property which abuts a public water main line to connect thereto; and

WHEREAS, Article XXVII, Section 2707 of the First Class Township Code empowers the Township to compel the owner of any property which abuts a public water main line to connect thereto; and



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P. 4

**MODEL ORDINANCE**

WHEREAS Article XXVI, Section 2803 of the Second Class Township Code empowers the Township to compel the owner of any property which abuts a public water main line to connect thereto; and

WHEREAS, it is the intent of this Ordinance to provide for the mandatory tapping into a public water main of properties in the Borough/Township to which the Authority is to provide public water service under that certain Grant Agreement between the Authority and DEP ("Grant Agreement"), and any subsequent water line projects by the Authority.

NOW, THEREFORE, be it ORDAINED and ENACTED by the governing body of the (INSERT MUNICIPALITY AND COUNTY) County, Pennsylvania the following:

**SECTION 1: Mandatory Connection.** Every owner of a property in the (select Borough/Township) that abuts a public water main and upon which is erected, now or in the future, a structure suitable for human occupancy or commercial or industrial use shall, at the cost of such owner unless otherwise noted below, connect the structure to the public water main in order that the structure be served with a public water supply for potable use, subject only to such exceptions as are set forth elsewhere in this Ordinance.

**SECTION 2: Tapping Fee.**

(a) At the time a public water main owned or operated by the Authority or the (select Borough/Township) as part of a public water distribution system has been installed at a location abutting or contiguous to property on which a structure is presently, or in the future will be constructed, the owner of the property shall, upon notice from the Authority and/or the (select Borough/Township), pay a tapping fee for the connection to public water main. This tapping fee will be established by and paid to the Authority.

(b) Notwithstanding the above, the required tapping fee shall be waived for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water distribution system pursuant to the Grant Agreement, provided the connection is completed within six months following the date upon which the public water service becomes available to the property.

**SECTION 3: Compliance with Authority Rules.** No person or other entity shall make or cause to be made any connection to a public water main until such party has complied with all rules and regulations established by the Authority operating the public water distribution system to which the connection is to be made.

**SECTION 4: Confirmation of Authority Rules.** The (select Borough/Township) hereby approves and confirms all Rules and Regulations and Schedule of Rates and Charges of the Authority now in effect and as each may be later enacted, amended, revised and/or rescinded by the Authority in the exercise of its exclusive power to do so.

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**MODEL ORDINANCE****SECTION 5: Costs of Construction.**

(a) The cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, will be the responsibility of the property owner.

(b) Notwithstanding the above, the cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the connection is completed within six months following the date upon which public water service becomes available to the property.

**SECTION 6: Abandonment of Wells.**

(a) Groundwater wells supplying water to properties abutting or contiguous to the public water distribution system to be constructed by the Authority pursuant to the Grant Agreement are subject to the release or threatened release of hazardous substances or contaminants as described in the Notice.

(b) Upon a property's connection to the public water supply, the use of groundwater wells for potable water at the property is prohibited. Upon a property's connection to the public water supply, the property owner shall abandon all wells in accordance with state and federal law. The property owner may continue using the well for non-potable purposes by notifying the Authority of the continued operation of the well and providing proof to the (select Borough/Township), with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below.

(c) Immediately upon a property's connection to the public water supply, all wells supplying water to the property shall be disconnected from any and all structures on the property. The electrical supply to the well shall be disconnected, and plumbing from the wellhead to the structure shall be disconnected, unless the owner of the property notifies the Authority of the continued operation of the well for non-potable purposes and provides proof to the (select Borough/Township), with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below, in which event connections necessary for non-potable uses of well water may be maintained.

(d) The cost of well abandonment shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the well abandonment is completed within six months following the date upon which public water service becomes available to the property.

(e) In the event a property owner neglects or refuses to abandon a water supply well on property served by the public water main, the property owner shall file an Affidavit with the

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**MODEL ORDINANCE**

Recorder of Deeds of (INSERT NAME OF COUNTY) County, Pennsylvania, with a copies to DEP and (select Borough/Township), containing the following information:

Name of Property Owner;  
Street Address Location of existing well;  
Street Address and/or Mailing Address of Property Owner;  
Name of Municipality;  
Tax Parcel ID Number;  
Description of the location of the water supply well on the property; and  
This Statement: "A water supply well exists on the property that is subject to the release or threatened release of hazardous substances or contaminants and the failure to abandon such well may permit human or animal exposure to hazardous substances or contaminants."

Should the property owner later abandon the water supply well in accordance with state and federal law, the property owner shall file an Affidavit with the Recorder of Deeds of (INSERT NAME OF COUNTY) County, Pennsylvania, verifying that well abandonment has occurred. Should the property owner fail to file an Affidavit required under this Section 6(e), the Authority, as agent for the (select Borough/Township), shall do so.

**SECTION 7: Non-Compliance with Ordinance.** If the owner of a property on which a structure subject to this Ordinance is erected neglects or refuses to comply with the provisions of this Ordinance for at least ninety (90) days after receiving notice to do so from the Authority or the (select Borough/Township), or within the time period designated by the Grant Agreement, such notice either by personal service or mail, then an agent for the Authority may enter the property and the structure and supply all the material and labor necessary to accomplish the connection of the structure to the public water main and the abandonment of wells in order that the property and the structure be brought into compliance with this Ordinance. At its option the (select Borough/Township) or the Authority may also record the Affidavit set forth in section 6(e) above at the sole cost and expense of the property owner. All cost and expense of any such actions, including but not limited to construction activities, shall be borne by the property owner and shall be due and payable within thirty (30) days of the date of an invoice to the owner for the same. If not paid within thirty (30) days, the payment may be enforced in the same manner as debts may be collected at law or by a municipal claim or lien against the property owner as provided by law.

**SECTION 8: Penalties.** In addition to the penalties provided for in this Ordinance, any person, company or other legal entity that fails to make the required connection, abandon its well or file the required Affidavit within the ninety (90) day period after notice shall, upon conviction before a District Justice, pay a fine or penalty of not less than Twenty-Five (\$25.00) Dollars and not more than Three Hundred (\$300.00) Dollars, plus costs, and/or be sentenced to imprisonment of not more than thirty (30) days. It is further provided that each day's violation following the initial ninety (90) day period shall be a separate offense and may be prosecuted as such.

P. 7

, Mayor .

## **PARKER TOWNSHIP ORDINANCE**

**TOWNSHIP OF PARKER  
BUTLER COUNTY, PENNSYLVANIA  
ORDINANCE NO. 2004- 02**

AN ORDINANCE OF THE TOWNSHIP OF PARKER, BUTLER COUNTY, PENNSYLVANIA, DIRECTING AND REQUIRING THE CONNECTION OF ALL OCCUPIED STRUCTURES TO PUBLIC WATER LINES ACCESSIBLE THERETO PROVIDED TO THE GENERAL PUBLIC BY THE PETROLEUM VALLEY REGIONAL WATER AUTHORITY; PROVIDING FOR THE METHOD OF CONNECTION BETWEEN STRUCTURES AND PUBLIC WATER LINES; PROVIDING FOR ABANDONMENT OF WELLS; PROVIDING FOR PAYMENT OF CHARGES FOR WATER CONNECTION AND WELL ABANDONMENT; PROVIDING REMEDIES FOR THE TOWNSHIP OF PARKER IN THE EVENT OWNERS REFUSE TO ABANDON WELLS; AND PROVIDING PENALTIES FOR VIOLATIONS OF THIS ORDINANCE.

WHEREAS, the Members of the governing body of the Township of Parker, Butler County, Pennsylvania, have been advised that groundwater within the Township of Parker and used for potable water by residents of the Township of Parker is contaminated or threatened by releases of hazardous substances as described in a Notice of Proposed Remedial Response (the "Notice") issued February 15, 2003, by the Pennsylvania Department of Environmental Protection ("DEP"), pursuant to Section 505 of the Pennsylvania Hazardous Sites Cleanup Act, Act of October 18, 1998, P.L. 756, 35 P.S. §§ 6020.101-6020.1305 ("HSCA"); and

WHEREAS, as a result of the Notice, DEP is providing a HSCA grant to the Petroleum Valley Regional Water Authority ("Authority") for the construction of public water facilities in the Township of Parker, ("Township"); and

WHEREAS, as a result of the Notice, the Members of the governing body of the Township of Parker, deem it advisable and in the best interest of the residents of the Township of Parker to require all occupied structures accessible to a public water main to be connected to the main, and advisable and in the best interest of all residents in the contaminated area that wells be abandoned after such connection to the public water supply; and,

WHEREAS, Article XXVI, Section 2603 of the Second Class Township Code empowers the Township to compel the owner of any property which abuts a public water main line to connect thereto; and

WHEREAS, it is the intent of this Ordinance to provide for the mandatory tapping into a public water main of properties in the Township to which the Authority is to provide public water service under that certain Grant Agreement between the Authority and DEP ("Grant Agreement"), and any subsequent water line projects by the Authority.

NOW, THEREFORE, be it ORDAINED and ENACTED by the governing body of the Township of Parker, Butler County, Pennsylvania the following:

724.753.2321

P 02 05 10:52a Sandra Rodgers

**SECTION 1: Mandatory Connection.** Every owner of a property in the Township that abuts a public water main and upon which is erected, now or in the future, a structure suitable for human occupancy or commercial or industrial use shall, at the cost of such owner unless otherwise noted below, connect the structure to the public water main in order that the structure be served with a public water supply for potable use, subject only to such exceptions as are set forth elsewhere in this Ordinance.

**SECTION 2: Tapping Fee.**

(a) At the time a public water main owned or operated by the Authority of the Township as part of a public water distribution system has been installed at a location abutting or contiguous to property on which a structure is presently, or in the future will be constructed, the owner of the property shall, upon notice from the Authority and/or the Township, pay a tapping fee for the connection to public water main. This tapping fee will be established by and paid to the Authority.

(b) Notwithstanding the above, the required tapping fee shall be waived for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water distribution system pursuant to the Grant Agreement, provided the connection is completed within six months following the date upon which the public water service becomes available to the property.

**SECTION 3: Compliance with Authority Rules.** No person or other entity shall make or cause to be made any connection to a public water main until such party has complied with all rules and regulations established by the Authority operating the public water distribution system to which the connection is to be made.

**SECTION 4: Confirmation of Authority Rules.** The Township hereby approves and confirms all Rules and Regulations and Schedule of Rates and Charges of the Authority now in effect and as each may be later enacted, amended, revised and/or rescinded by the Authority in the exercise of its exclusive power to do so.

**SECTION 5: Costs of Construction.**

(a) The cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, will be the responsibility of the property owner.

(b) Notwithstanding the above, the cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the connection is completed within six months following the date upon which public water service becomes available to the property.

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**SECTION 6: Abandonment of Wells.**

(a) Groundwater wells supplying water to properties abutting or contiguous to the public water distribution system to be constructed by the Authority pursuant to the Grant Agreement are subject to the release or threatened release of hazardous substances or contaminants as described in the Notice.

(b) Upon a property's connection to the public water supply, the use of ground water wells for potable water at the property is prohibited. Upon a property's connection to the public water supply, the property owner shall abandon all wells in accordance with state and federal law. The property owner may continue using the well for non-potable purposes by notifying the Authority of the continued operation of the well and providing proof to the Township, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(c) below.

(c) Immediately upon a property's connection to the public water supply, all wells supplying water to the property shall be disconnected from any and all structures on the property. The electrical supply to the well shall be disconnected, and plumbing from the wellhead to the structure shall be disconnected, unless the owner of the property notifies the Authority of the continued operation of the well for non-potable purposes and provides proof to the Township, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below, in which event connections necessary for non-potable uses of well water may be maintained.

(d) The cost of the well abandonment shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the well abandonment is completed within six months following the date upon which public water service becomes available to the property.

(e) In the event a property owner neglects or refuses to abandon a water supply well on property served by the public water main, the property owner shall file an Affidavit with the Recorder of Deeds of Butler County, Pennsylvania, with copies to DEP and the Township, containing the following information:

Name of Property Owner;  
Street Address Location of existing well;  
Street Address and/or Mailing Address of Property Owner;  
Name of Municipality;  
Tax Parcel ID Number;  
Description of the location of the water supply well the property; and  
This Statement: "A water supply well exists on the property that is subject to the release or threatened release of hazardous substance of contaminants and the failure to abandon such well may permit human or animal exposure to hazardous substances or contaminant."



724.753.2321

Sandy Rodgers

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Should the property owner later abandon the water supply well in accordance with state and federal law, the property owner shall file an Affidavit with the Recorder of Deeds of Butler County, Pennsylvania, verifying that well abandonment has occurred. Should the property owner fail to file an Affidavit required under this Section 6(e), the Authority, as agent for the Township, shall do so.

**SECTION 7: Non-Compliance with Ordinance.** If the owner of a property on which a structure subject to this Ordinance is erected neglects or refuses to comply with the provisions of this Ordinance for a least ninety (90) days after receiving notice to do so from the Authority or the Township, or within the time period designated by the Grant Agreement, such notice either by personal service or mail, then an agent for the Authority may enter the property and the structure and supply all the material and labor necessary to accomplish the connection of the structure to the public water main and the abandonment of wells in order that the property and the structure be brought into compliance with this Ordinance. At its option the Township or the Authority may also record the Affidavit set forth in section 6(e) above at the sole cost and expense of the property owner. All cost and expense of any such actions, including but not limited to construction activities, shall be borne by the property owner and shall be due and payable within thirty (30) days of the date of an invoice to the owner for the same. If not paid within thirty (30) days, the payment may be enforced in the same manner as debts may be collected at law or by a municipal claim or lien against the property owner as provided by law.

**SECTION 8: Penalties.** In addition to the penalties provided for in this Ordinance, any person, company or other legal entity that fails to make the required connection, abandon its well or file the required Affidavit within the ninety (90) day period after notice shall, upon conviction before a District Justice, pay a fine or penalty of not less than Twenty-Five (\$25.00) Dollars and not more than Three Hundred (\$300.00) Dollars, plus costs, and/or be sentenced to imprisonment of not more than thirty (30) days. It is further provided that each day's violation following the initial ninety (90) day period shall be a separate offense and may be prosecuted as such.

**SECTION 9: Administration by Authority.** The Township hereby designates and appoints the Authority, on behalf of the Township, and to the fullest extent necessary and possible, to carry out all the intents, purposes, and requirements of this Ordinance, and to act in all ways, either in its own name or on behalf of and in the name of the Township, in the administration and enforcement of all terms and conditions of this Ordinance, the Rules and Regulations of the Authority, and the Schedule of Rates and Charges, all such Rules and Regulations and Schedule of Rates and Charges being capable, in the sole discretion of the Authority, of amendment by it from time to time.

**SECTION 10: Waiver of Fees.** Waiver of payment of tapping fees, the cost of installing the property owner's service line, water meter and other appurtenances, and the cost of well abandonment, shall only be paid out of Grant Agreement funds for those property owners with existing structures in the area subject to the release of threatened release of hazardous substances or contaminants as described in the Notice and addressed by the Grant Agreement.

724.753.2321

P 02 05 10:53a

Sandy Rodgers

**SECTION 11: Severability.** The invalidation of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of the Ordinance that can be given effect without such invalid part or parts.

**SECTION 12: Effective Date.** This ordinance shall become effective five (5) days after its adoption.

ENACTED AND ORDAINED as an ordinance of the Township of Parker, Butler County, Pennsylvania, this 3rd day of November, 2004.

Attest:

TOWNSHIP OF PARKER  
BUTLER COUNTY, PENNSYLVANIA

Sandra J. Rodgers (SEAL)  
Secretary

Alan C. Berlitt  
Supervisor

Joseph M. Mearns  
Supervisor

Paul R. Jones  
Supervisor

## **MODEL ORDINANCE**

MODEL ORDINANCE

(MUNICIPALITY NAME),  
(NAME OF COUNTY), PENNSYLVANIA  
ORDINANCE NO. 2003 - \_\_\_\_\_

AN ORDINANCE OF THE (Insert name of MUNICIPALITY AND NAME OF COUNTY), PENNSYLVANIA, DIRECTING AND REQUIRING THE CONNECTION OF ALL OCCUPIED STRUCTURES TO PUBLIC WATER LINES ACCESSIBLE THERETO PROVIDED TO THE GENERAL PUBLIC BY THE PETROLEUM VALLEY REGIONAL WATER AUTHORITY; PROVIDING FOR THE METHOD OF CONNECTION BETWEEN STRUCTURES AND PUBLIC WATER LINES; PROVIDING FOR ABANDONMENT OF WELLS; PROVIDING FOR PAYMENT OF CHARGES FOR WATER CONNECTION AND WELL ABANDONMENT; PROVIDING REMEDIES FOR THE (SELECT BOROUGH/TOWNSHIP) IN THE EVENT OWNERS REFUSE TO ABANDON WELLS; AND PROVIDING PENALTIES FOR VIOLATIONS OF THIS ORDINANCE.

WHEREAS, the Members of the governing body of the (Insert name of MUNICIPALITY, name of county) County, Pennsylvania, have been advised that groundwater within the (Insert name of MUNICIPALITY) and used for potable water by residents of the (Insert name of MUNICIPALITY) is contaminated or threatened by releases of hazardous substances as described in a Notice of Proposed Remedial Response (the "Notice") issued February 15, 2003, by the Pennsylvania Department of Environmental Protection ("DEP"), pursuant to Section 505 of the Pennsylvania Hazardous Sites Cleanup Act, Act of October 18, 1998, P.L. 756, 35 P.S. §§ 6020.101- 6020.1305 ("HSCA"); and

WHEREAS, as a result of the Notice, DEP is providing a HSCA grant to the Petroleum Valley Regional Water Authority ("Authority") for the construction of public water facilities in the (Insert name of MUNICIPALITY), (select "Borough/Township"); and

WHEREAS, as a result of the Notice, the Members of the governing body of the (Borough/Township), deem it advisable and in the best interest of the residents of the (Borough/Township) to require all occupied structures accessible to a public water main to be connected to the main, and advisable and in the best interest of all residents in the contaminated area that wells be abandoned after such connection to the public water supply; and,

**[SELECT ONE OF THE OPTIONS BELOW]**

WHEREAS, Article XXIV, Section 2461 of the Borough Code empowers the Borough to compel the owner of any property which abuts a public water main line to connect thereto; and

WHEREAS, Article XXVII, Section 2707 of the First Class Township Code empowers the Township to compel the owner of any property which abuts a public water main line to connect thereto; and

## MODEL ORDINANCE

**WHEREAS Article XXVI, Section 2603 of the Second Class Township Code empowers the Township to compel the owner of any property which abuts a public water main line to connect thereto; and**

WHEREAS, it is the intent of this Ordinance to provide for the mandatory tapping into a public water main of properties in the **Borough/Township** to which the Authority is to provide public water service under that certain Grant Agreement between the Authority and DEP ("Grant Agreement"), and any subsequent water line projects by the Authority.

NOW, THEREFORE, be it ORDAINED and ENACTED by the governing body of the **(INSERT MUNICIPALITY AND COUNTY)** County, Pennsylvania the following:

**SECTION 1: Mandatory Connection.** Every owner of a property in the **(select Borough/Township)** that abuts a public water main and upon which is erected, now or in the future, a structure suitable for human occupancy or commercial or industrial use shall, at the cost of such owner unless otherwise noted below, connect the structure to the public water main in order that the structure be served with a public water supply for potable use, subject only to such exceptions as are set forth elsewhere in this Ordinance.

### **SECTION 2: Tapping Fee.**

(a) At the time a public water main owned or operated by the Authority or the **(select Borough/Township)** as part of a public water distribution system has been installed at a location abutting or contiguous to property on which a structure is presently, or in the future will be constructed, the owner of the property shall, upon notice from the Authority and/or the **(select Borough/Township)**, pay a tapping fee for the connection to public water main. This tapping fee will be established by and paid to the Authority.

(b) Notwithstanding the above, the required tapping fee shall be waived for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water distribution system pursuant to the Grant Agreement, provided the connection is completed within six months following the date upon which the public water service becomes available to the property.

**SECTION 3: Compliance with Authority Rules.** No person or other entity shall make or cause to be made any connection to a public water main until such party has complied with all rules and regulations established by the Authority operating the public water distribution system to which the connection is to be made.

**SECTION 4: Confirmation of Authority Rules.** The **(select Borough/Township)** hereby approves and confirms all Rules and Regulations and Schedule of Rates and Charges of the Authority now in effect and as each may be later enacted, amended, revised and/or rescinded by the Authority in the exercise of its exclusive power to do so.

## MODEL ORDINANCE

### **SECTION 5: Costs of Construction.**

(a) The cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, will be the responsibility of the property owner.

(b) Notwithstanding the above, the cost of constructing service lines from the public water main to a structure, as well as the cost of the water meter and other appurtenances, shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the connection is completed within six months following the date upon which public water service becomes available to the property.

### **SECTION 6: Abandonment of Wells.**

(a) Groundwater wells supplying water to properties abutting or contiguous to the public water distribution system to be constructed by the Authority pursuant to the Grant Agreement are subject to the release or threatened release of hazardous substances or contaminants as described in the Notice.

(b) Upon a property's connection to the public water supply, the use of groundwater wells for potable water at the property is prohibited. Upon a property's connection to the public water supply, the property owner shall abandon all wells in accordance with state and federal law. The property owner may continue using the well for non-potable purposes by notifying the Authority of the continued operation of the well and providing proof to the **(select Borough/Township)**, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below.

(c) Immediately upon a property's connection to the public water supply, all wells supplying water to the property shall be disconnected from any and all structures on the property. The electrical supply to the well shall be disconnected, and plumbing from the wellhead shall be disconnected, unless the owner of the property notifies the Authority of the continued operation of the well for non-potable purposes and provides proof to the **(select Borough/Township)**, with a copy to the Authority and DEP, of the filing of the Affidavit required by section 6(e) below, in which event connections necessary for non-potable uses of well water may be maintained.

(d) The cost of well abandonment shall be paid by the Authority out of the proceeds of the Grant Agreement for properties abutting or contiguous to the public water main that are connected to the public water main as part of the Authority's construction of the public water system, provided the well abandonment is completed within six months following the date upon which public water service becomes available to the property.

(e) In the event a property owner neglects or refuses to abandon a water supply well on property served by the public water main, the property owner shall file an Affidavit with the

## MODEL ORDINANCE

Recorder of Deeds of **(INSERT NAME OF COUNTY)** County, Pennsylvania, with a copies to DEP and **(select Borough/Township)**, containing the following information:

Name of Property Owner;  
Street Address Location of existing well;  
Street Address and/or Mailing Address of Property Owner;  
Name of Municipality;  
Tax Parcel ID Number;  
Description of the location of the water supply well on the property; and  
This Statement: "A water supply well exists on the property that is subject to the release or threatened release of hazardous substances or contaminants and the failure to abandon such well may permit human or animal exposure to hazardous substances or contaminants."

Should the property owner later abandon the water supply well in accordance with state and federal law, the property owner shall file an Affidavit with the Recorder of Deeds of **(INSERT NAME OF COUNTY)** County, Pennsylvania, verifying that well abandonment has occurred. Should the property owner fail to file an Affidavit required under this Section 6(e), the Authority, as agent for the **(select Borough/Township)**, shall do so.

**SECTION 7: Non-Compliance with Ordinance.** If the owner of a property on which a structure subject to this Ordinance is erected neglects or refuses to comply with the provisions of this Ordinance for at least ninety (90) days after receiving notice to do so from the Authority or the **(select Borough/Township)**, or within the time period designated by the Grant Agreement, such notice either by personal service or mail, then an agent for the Authority may enter the property and the structure and supply all the material and labor necessary to accomplish the connection of the structure to the public water main and the abandonment of wells in order that the property and the structure be brought into compliance with this Ordinance. At its option the **(select Borough/Township)** or the Authority may also record the Affidavit set forth in section 6(e) above at the sole cost and expense of the property owner. All cost and expense of any such actions, including but not limited to construction activities, shall be borne by the property owner and shall be due and payable within thirty (30) days of the date of an invoice to the owner for the same. If not paid within thirty (30) days, the payment may be enforced in the same manner as debts may be collected at law or by a municipal claim or lien against the property owner as provided by law.

**SECTION 8: Penalties.** In addition to the penalties provided for in this Ordinance, any person, company or other legal entity that fails to make the required connection, abandon its well or file the required Affidavit within the ninety (90) day period after notice shall, upon conviction before a District Justice, pay a fine or penalty of not less than Twenty-Five (\$25.00) Dollars and not more than Three Hundred (\$300.00) Dollars, plus costs, and/or be sentenced to imprisonment of not more than thirty (30) days. It is further provided that each day's violation following the initial ninety (90) day period shall be a separate offense and may be prosecuted as such.

## MODEL ORDINANCE

**SECTION 9: Administration by Authority.** The (**select Borough/Township**) hereby designates and appoints the Authority, on behalf of the (**select Borough/Township**), and to the fullest extent necessary and possible, to carry out all the intents, purposes, and requirements of this Ordinance, and to act in all ways, either in its own name or on behalf of and in the name of the (**select Borough/Township**), in the administration and enforcement of all terms and conditions of this Ordinance, the Rules and Regulations of the Authority, and the Schedule of Rates and Charges, all such Rules and Regulations and Schedule of Rates and Charges being capable, in the sole discretion of the Authority, of amendment by it from time to time.

**SECTION 10: Waiver of Fees.** Waiver of payment of tapping fees, the cost of installing the property owner's service line, water meter and other appurtenances, and the cost of well abandonment, shall only be paid out of Grant Agreement funds for those property owners with existing structures in the area subject to the release or threatened release of hazardous substances or contaminants as described in the Notice and addressed by the Grant Agreement.

**SECTION 11: Severability.** The invalidation of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of the Ordinance that can be given effect without such invalid part or parts.

**SECTION 12: Effective Date.** This ordinance shall become effective five (5) days after its adoption.

ENACTED AND ORDAINED as an ordinance of the (**INSERT NAME OF MUNICIPALITY AND NAME OF COUNTY**), Pennsylvania, this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

Attest:

**INSERT NAME OF MUNICIPALITY**  
\_\_\_\_\_ COUNTY, PENNSYLVANIA

\_\_\_\_\_(SEAL)

\_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Form By:

Approved By:

\_\_\_\_\_  
, Solicitor

\_\_\_\_\_  
, Mayor



***INDSPEC Permitting, PPE and Site Security Documents***

## Contractor Task Specific Pre-Work Daily Safety Checklist

Each section of checklist must be completed by Contractor for each activity that applies

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_ Work Location \_\_\_\_\_  
Job Description \_\_\_\_\_

1. Will the work be done at elevations greater than 6 feet NOT protected by passive systems such as guard-rails for which fall protection is required?

- Job is appropriately staffed with properly trained personnel?
- All equip. necessary for safe and environmentally sound performance of the work is available, in proper working condition and will be used as intended by the manufacturer?
- Are there identifiable hazards that need to be corrected prior to beginning work?
- Any additional safety reminders for that day's work are provided
- Is a "Competent Person" onsite? Name \_\_\_\_\_
- Worksite has been inspected for the day and deemed safe for work

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Will the work involve scaffolds?

- Job is appropriately staffed with properly trained personnel?
- Has scaffold been constructed in accordance with all applicable OSHA regulations including decking, handrails, toe plates, ladders, etc.? If no, note discrepancies on back.
- All equip. necessary for safe and environmentally sound performance of the work is available, in proper working condition and will be used as intended by the manufacturer?
- Are there identifiable hazards that need to be corrected prior to beginning work?
- Any additional safety reminders for that day's work are provided
- Is a "Competent Person" onsite? Name \_\_\_\_\_
- Scaffold has been inspected for the shift and deemed safe for work

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Will the work involve hydro-blasting (greater than 1000 psi)?

- Job is appropriately staffed with properly trained personnel?
- All equip. necessary for safe and environmentally sound performance of the work is available, in proper working condition and will be used as intended by the manufacturer?
- Are there identifiable hazards that need to be corrected prior to beginning work?
- Any additional safety reminders for that day's work are provided
- Is a "Competent Person" onsite? Name \_\_\_\_\_
- Worksite has been inspected for the day and deemed safe for work

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Will the work involve excavations?

- Job is appropriately staffed with properly trained personnel?
- All equip. necessary for safe and environmentally sound performance of the work is available, in proper working condition and will be used as intended by the manufacturer?
- Are there identifiable hazards that need to be corrected prior to beginning work?
- Any additional safety reminders for that day's work are provided
- Is a "Competent Person" onsite? Name \_\_\_\_\_
- Excavation has been inspected for the day and deemed safe for work

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor Task Specific Pre-Work Daily Safety Checklist—page 2**

5. Will the work involve asbestos?

- Job is appropriately staffed with properly trained personnel?
  - All equip. necessary for safe and environmentally sound performance of the work is available, in proper working condition and will be used as intended by the manufacturer?
  - Are there identifiable hazards that need to be corrected prior to beginning work?
  - Any additional safety reminders for that day's work are provided
- 
- Is a "Competent Person" onsite? Name \_\_\_\_\_
  - Worksite has been inspected for the day and deemed safe for work

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

6. Will the work involve the use of mobile cranes?

- Mobile Crane Operator: Name \_\_\_\_\_
- Provide Operator training documentation to INDSPEC Site Rep

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes	No

7. Will the work involve exposure to electricity of 600 volts or greater?

- Job is appropriately staffed with properly trained personnel?
- Provide electrical safety training documentation to INDSPEC Site Rep for each employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes	No

## DEFINITIONS

**Competent Person:** One who by virtue of work experience or training has a level of sufficient knowledge and understanding to address protection issues or concerns related to fall protection, scaffolding, hydro-blasting, excavations or asbestos. Typically, this individual is responsible for directing/ coordinating/ overseeing components of the fall protection program. This may be one or several individuals depending upon their level and depth of knowledge in the program components. A competent person is capable of identifying existing and predictable hazards within their area of expertise and of assessing compliance with all applicable rules and regulations. This individual has the authorization to stop any work associated with unsafe acts, unsafe conditions or circumstances of non-compliance and take prompt corrective actions.

Additional comments and instructions:

[illegible]

**CONTRACTOR'S WORK AUTHORIZATION / ALL WORK PERMIT**  
**INDSPEC CHEMICAL CORPORATION**

[illegible]

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## Health & Safety


[Properties](#)
  

Type	Title	Owner	Edited	Size	Actions
	<b>CRITICAL EQUIPMENT INSPECTION PROCEDURES</b> Procedures for monthly inspections of Spill kit; SCBA escape packs; Biohazard Box inspection, and safety shower/eye wash stations, string lights, extension cords, electrical powered hand tools and GFI	nluchkiw	10/28/05	5	
	<b>Obsolete Safety Procedures</b>	vweightman	07/01/11	0	
	<b>Accident/ Incident Report Investigation Procedure</b> Standardize the reporting and investigation of all recordable injuries and illnesses, first aid cases, incidents involving fires, property damage and near misses and accidents or property damage involving third party personnel (contractors)and PSM incidents	nluchkiw	05/18/11	137 KB	
	<b>Asbestos Abatement</b> Establish guidelines to meet the regulatory requirements of the PADEP and DOLI and the USEPA and to insure compliance with 29 CFR 1910.1001.	nluchkiw	07/21/09	85 KB	
	<b>Barricade Procedure</b> Establish guidelines for the use and construction of barricades in the INDSPEC Petrolia Plant and to control and/or prohibit entry into areas where hazards exist	nluchkiw	11/23/09	52 KB	
	<b>Bloodborne Pathogens</b> Standard applies to all occupational exposure to blood or other potentially infectious materials. CFR 1910.1030	nluchkiw	02/01/12	359 KB	
	<b>Confined Space Policy</b> SP-08, Appendix A; Appendix B; Appendix C; Permit; Entry Log; Appendix F; Appendix G	nluchkiw	12/01/10	247 KB	
	<b>Critical Lift Plan</b> Establish a method for performing lifts over critical liquid lines or equipment.	nluchkiw	04/20/11	44 KB	
	<b>Electrical Safety Procedure</b> Safe operation and maintenance of electrical equipment with INDSPEC Chemical	nluchkiw	04/15/11	870 KB	
	<b>Eye and Face Protection</b> Provide eye and face protection standards for the INDSPEC Petrolia Plant	nluchkiw	10/06/09	78 KB	
	<b>Fall Protection Procedure</b> Provide guidelines for the protection of all employees when working at heights in the INDPSEC Petrolia Plant	nluchkiw	11/30/10	451 KB	
	<b>Fire Protection Inspection Fixed Systems</b> To establish a program for inspection, testing, and	nluchkiw	11/19/10	68 KB	

maintenance of all fixed fire, suppression/detection equipment (Reference: 29CFR; 1910.159-165; NFPA 25, and Oxy Chem Maintenance Guidelines (Fixed Fire Suppression Equipment))

	<b>Fire Suppression Sprinkler Valve Resetting</b> Resetting sprinkler Systems in the plant	<a href="#">nluchkiw</a>	11/19/10	24 KB	   
	<b>Flame Resistant Clothing Policy</b> Policy to provide flame resistant clothing for employees, contractors, and visitors who may be exposed to a flash fire	<a href="#">nluchkiw</a>	06/12/09	22 KB	   
	<b>General Safe Work Practices</b> General Safety Concerns for Job Safety	<a href="#">nluchkiw</a>	11/02/09	55 KB	   
	<b>Hand Protection Procedure</b> Establish hand protection standards for the INDSPEC Petrolia Plant	<a href="#">nluchkiw</a>	09/18/08	11 KB	   
	<b>Hazard Communication Policy</b> Hazard Communication	<a href="#">nluchkiw</a>	11/18/11	393 KB	   
	<b>Head Protection Procedure</b> Establish head protection standards for the INDSPEC Petrolia site	<a href="#">nluchkiw</a>	07/18/09	40 KB	   
	<b>Hearing Conservation</b> Policy sets forth minimum requirements needed for the adequate assessment of occupational exposure to noise in the workplace and provides the tools necessary for implementation of an effective hearing conservation program	<a href="#">nluchkiw</a>	08/04/09	36 KB	   
	<b>Hot Work Procedure</b> SP-07; Appendix A, Appendix b	<a href="#">nluchkiw</a>	11/30/10	94 KB	   
	<b>Industrial Hygiene Monitoring</b> This procedure is applicable to all INDSPEC employees and contractors who may come in contact with chemical or physical hazards which pose a potential health risk.	<a href="#">nluchkiw</a>	10/29/07	63 KB	   
	<b>INJURY/ILLNESS AND PROPERTY DAMAGE REPORTING</b> Procedure to establish reporting, investigation, action item follow-up and data management for near misses; injuries/illnesses to employees, contractors, and third parties and Company, contractor and third party property damage and business interruption incidents.	<a href="#">nluchkiw</a>	04/14/08	116 KB	   
	<b>Jewelry Policy</b> SP-38 Jewelry Policy	<a href="#">nluchkiw</a>	06/21/09	12 KB	   
	<b>Job Observation Procedure</b> Procedure for performing planned job observations	<a href="#">nluchkiw</a>	02/01/12	67 KB	   
	<b>Ladder Procedure</b> Procedure for ladder inspection	<a href="#">nluchkiw</a>	03/04/09	219 KB	   
	<b>Line Break Procedure</b> SP-06 Line Break Procedure, Permit; Appendix B; Appendix C	<a href="#">nluchkiw</a>	04/05/11	283 KB	   
	<b>Lock, Tag &amp; Try Procedure</b> SP-05 Lock, Tag & Try; Appendix A	<a href="#">nluchkiw</a>	02/02/11	100 KB	   
	<b>Medical Surveillance Procedure</b> In accordance with applicable OSHA Standards and Oxy Chem Corporate Guidelines	<a href="#">nluchkiw</a>	07/26/10	650 KB	   
	<b>Nose Jack Procedure</b> Minimize the hazards associated with loading and	<a href="#">nluchkiw</a>	09/22/08	32 KB	   

unloading trailers.

	<b>Personal Protective Equipment (PPE) Procedure</b> Establish guidelines for the use of personal protective equipment (PPE) at the INdpsec Petrolia plant	<a href="#">nluchkiw</a>	08/03/09	28 KB	   
	<b>Petrolia Operating Commandments Rev. 2011</b> Operating Commandments as they relat toe Flammability, Reactivity, Materials of Construction, Health Concerns, and Gap Analysis	<a href="#">nluchkiw</a>	04/18/11	31 KB	   
	<b>Planned Inspection Procedure</b> Procedure to establish a system to anticipate, recognize and evaluate potential facility HES deficiencies	<a href="#">nluchkiw</a>	07/01/08	183 KB	   
	<b>Potentially Severe Injury Criteria</b> Threshold Criteria Defining a Potentially Severe Injury Event	<a href="#">nluchkiw</a>	05/04/10	25 KB	   
	<b>Powered Industrial Mobile Equipment Procedure</b> SP-18 Mobile Equipment Procedure	<a href="#">nluchkiw</a>	12/01/10	154 KB	   
	<b>Protective Clothing Procedure</b> Protective clothing guidelines for INDSPEC employee. This procedure does not address Flame Resistant Clothing which is covered under a separate policy	<a href="#">nluchkiw</a>	10/06/09	20 KB	   
	<b>Protective Footwear</b> Establish footwear standards for the INDSPEC Chemical Corporation Petrolia Plant	<a href="#">nluchkiw</a>	11/13/08	17 KB	   
	<b>Railroad Safety Procedure</b> Procedure addresses safety issues on or near rail road tracks within the Petrolia facility.	<a href="#">nluchkiw</a>	07/21/09	21 KB	   
	<b>Respiratory Protection</b> Establish a Respiratory Protection program to ensure that respirators are propelry selected and used to protect the health of the individual	<a href="#">nluchkiw</a>	11/19/10	120 KB	   
	<b>Scaffold Procedure (Effective 7/1/2011)</b> Procedure for proper erection and use of scaffolds	<a href="#">nluchkiw</a>	07/01/11	3 MB	   
	<b>Sulfuric Acid Handling and Safe Use</b> Communicate the potential hazards and establish guidelines for safe work	<a href="#">nluchkiw</a>	11/30/10	73 KB	   
	<b>Variance Procedure</b> To establish a method of authorizing variances from established INDSPEC safety procedures	<a href="#">nluchkiw</a>	06/12/09	15 KB	   

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## **PERSONAL PROTECTIVE EQUIPMENT (PPE) PROCEDURE**

### **Section 1 Purpose and Scope**

**1) What is the purpose of this procedure?**

- a) To establish guidelines for the use of personal protective equipment (PPE) at the INDSPEC Petrolia Plant facility.

**2) What is the scope of this procedure?**

- a) This procedure applies to all INDSPEC Petrolia Plant employees, contractors, and visitors.

### **Section 2 Policy**

- 3) This procedure is written in accordance with: 29 CFR 1910.132-133 and 29 CFR 1910.135-136. It is the policy of INDSPEC Petrolia Plant that each individual covered by the policy shall be protected from exposure to potentially harmful chemical or physical agents. Engineering controls are to be investigated wherever feasible to control hazards effectively without the use of PPE.**

### **Section 3 Responsibility**

**4) EMPLOYEE**

- a) Understand how to properly select PPE based upon specific hazards encountered during job tasks.
- b) Understand the proper use and limitations of the PPE devices selected.
- c) Perform daily PPE inspection.
- d) Use required PPE properly.
- e) Obtain the proper requisition form from their supervisor to replace damaged PPE and withdraw it from Stores.
- f) Consult with their supervisor or the HESS Department if uncertainty exists regarding a job task or the requirements of this procedure.
- g) Consult Material Safety Data Sheets for information on unfamiliar products.



h) Maintain certification as required in Section V., E. of this procedure.

**5) HESS DEPARTMENT**

- a) Assure that all PPE provided at the plant is approved based upon the type of chemicals and physical stressors present in individual job tasks by conducting a job specific PPE Hazard Assessment.
- b) Initiate special orders of PPE (such as for a shut down).
- c) Ensure that a current list of available PPE is maintained along with any relevant performance testing results.
- d) Ensure that Engineering is provided assistance with reviewing process and/or equipment modifications/additions for PPE requirements (management of change.)
- e) Provide training as identified in Section V., D. of this procedure.
- f) Ensure all employees can demonstrate the correct use and maintenance of their PPE.
- g) Ensure persons performing PPE inspections are trained in the inspection of each piece of PPE they are required to inspect.

**6) SUPERVISORS**

- a) Ensure all employees receive job specific training on the PPE they are required to wear in the course of their jobs.
- b) Ensure all employees can demonstrate the correct use and maintenance of their PPE.
- c) Ensure that employees wear the correct PPE as specified in Standard Operating Procedures or in the absence of an SOP, in the PPE Hazard Assessment.
- d) Ensure that a quarterly inspection of PPE is completed and the results documented.
- e) Ensure that employees replace PPE as soon as performance becomes questionable or as per manufacturers' recommendations, whichever occurs first.
- f) Retrain employee if an employee demonstrates lack of or inappropriate use of PPE.

**7) STORES**

- a) Ensure that an adequate supply of approved PPE is available.

**Procedure**

**8) GENERAL**

- a) PPE shall be used when there is a potential for injury or chemical exposure to the body. PPE shall be used when:
  - 1. Performing tasks as outlined in the PPE Hazard Assessment.
  - 2. Opening or entering systems (i.e., line break of pipelines, vessels, strainers, etc.; see Line Break and Confined Space Procedures)
  - 3. Entering hazardous atmospheres
  - 4. Executing SOP's that specify certain PPE
- b) PPE shall not be used as a substitute for thorough decontamination of equipment or engineering controls. Along with engineering controls and carefully planned work procedures, PPE is a key element in minimizing the potential for employee exposure to chemical and physical agents.
- c) In the context of this procedure, PPE includes all items primarily intended to prevent chemical or physical exposure.

**9) TYPES AND SELECTION OF PPE**

- a) Selection of the appropriate PPE depends on the specific type of chemical or physical hazard and the task being performed. The PPE Hazard Assessment outlines the specific types of PPE required for various job tasks.
- b) To find correct PPE for job tasks, employees should refer to the Standard Operating Procedure (SOP). In the absence of a written SOP, the employee should refer to the PPE Hazard Assessment available through the \*HESS Department Recordkeeping office. Only PPE approved by the American National Standards Institute (ANSI), National Institute for Occupational Safety and Health (NIOSH), and INDSPEC Petrolia Plant Safety Department will be used.
  - 1. **Selection of Hand Protection**  
Refer to the Hand Protection Procedure.
  - 2. **Selection Of Foot Protection**  
Refer to the Protective Footwear Procedure.
  - 3. **Selection Of Head Protection**  
Refer to the Head Protection Procedure.
  - 4. **Selection Of Eye & Face Protection**

Refer to Eye & Face Protection Procedure.

**5. Protective Clothing**

Refer to the Protective Clothing Procedure.

**6. Flame Retardant Clothing**

Refer to the Flame Retardant Clothing Procedure.

**7. Respiratory Protection**

Refer to the Respiratory Protection Procedure.

**8. Hearing Protection**

Refer to the Hearing Conservation Procedure.

**10) INSPECTION, USE, STORAGE, AND MAINTENANCE**

a) Refer to individual PPE Procedures for specific inspection and use information

b) General Guidelines

1. Prior to use, all PPE shall be visually inspected for defects such as imperfect seams, non-uniform coatings, pinholes, malfunctioning closures, and tears. Some flexible materials may stiffen during extended storage periods. The PPE should be flexed and examined by the user for surface cracks and other signs of shelf life deterioration.
2. PPE shall not be used if evidence of chemical or physical damage or contamination is found. Contaminated or damaged PPE shall be discarded and replaced immediately.
3. Once PPE is donned, closures shall be secured and checked. The fit of the PPE shall also be evaluated. Improperly fitting PPE represents an added physical hazard. Where PPE is too small, worker movement is restricted, and the likelihood for tear is increased. The potential for accelerated worker fatigue also exists. Where the clothing is too large, the possibility of snag is increased, and the dexterity and coordination of the worker may be compromised.
4. All reusable PPE will be cleaned after each use as part of the job requirements. Each individual employee is responsible for cleaning and maintaining their own PPE at the job site. PPE should not be removed from the workplace.
5. All reusable PPE selected from the general use supply at the plant safety office shall be cleaned by each individual at the job site and returned to either the north gate security washing room or to the designated pick-up containers in the plant. This PPE

will then be decontaminated by the security personnel and returned to the storage locations.

- 6) PPE not meeting all inspection and use criteria shall be discarded and replaced immediately.

### **Section 5 Training and Retraining**

- 11) PPE training will be conducted initially upon hire, and as a refresher for all employees every three years or as defined by specific federal, state, corporate or local regulations.
- 12) The PPE training program will cover:
- When PPE is necessary.
  - What PPE is necessary.
  - How to properly don, doff, adjust, and wear PPE.
  - The limitations of PPE.
  - The proper care, maintenance, useful life, and disposal of PPE.
- 13) Retraining will be required if it becomes apparent that the employee is not using the appropriate PPE or demonstrates a lack of PPE knowledge by improper use, care, or PPE maintenance practices.
- 14) Job specific PPE training will be conducted upon job assignment and as needed for any personnel switching job positions. This training will include at least familiarization with the Hazard Assessment for the new job position. The training will be included in the standard operator training program.

### **SECTION 6 Recordkeeping**

- 15) Written certification must be maintained to verify that each affected employee has received and understood the required PPE training.
- 16) If an employee demonstrates a lack of knowledge regarding PPE, he or she will be retrained immediately in the areas found to be deficient.
- 17) The Personal Protective Equipment Procedure will be ever-changing.
- a) Updates will be needed whenever job-tasks or types of PPE change.
  - b) An up to date master copy of the Personal Protective Equipment Procedure will be kept by the HESS Department, and will be posted as a read-only file on the plant's DocuShare System.

**SECTION 7  
Evaluation of Program Effectiveness**

- 18) To maintain the effectiveness of the PPE program with the goal of continuous improvement, the HESS Department will provide a summary of the quarterly PPE inspections and PPE job evaluations conducted during the year for inclusion into the annual report. A quarterly personal protective equipment inspection form will be maintained on file in the \*HESS Department Recordkeeping Office.

**SECTION 8  
PROCEDURE REVIEW**

- 19) Any changes (excluding administrative, typographical errors, etc.) or updates to this procedure will be reviewed with the plant's Executive Safety Committee for their input and approval.

**\*Indicates latest revision**

**INDSPEC CHEMICAL CORPORATION  
HESS PROCEDURE**

**REVISION NUMBER: 2  
PAGE: 7 OF 7  
REVISION DATE: 7/21/08  
REVIEW DATE: 7/21/09**

**APPROVALS:**

**DATE:**

\_\_\_\_\_  
(Plant Manager)

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(Safety Manager)

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## **1.0 PURPOSE**

- 1.1 It is the policy of INDSPEC Chemical Corporation to establish and maintain industrial hygiene and occupational health programs that meet or exceed standards of good professional practice and to comply with all applicable Federal, State, Local and Corporate regulations.

## **2.0 APPLICABILITY**

- 2.1 This procedure is applicable to all INDSPEC employees and Contractors who may come in contact with chemical or physical hazards which pose a potential health risk.

## **3.0 SCOPE**

- 3.1 The facility's industrial hygiene and occupational health program provides for the recognition, evaluation, and control of occupational health hazards. The program includes a documented evaluation and assessment of potential workplace hazards. When needed, the program includes the use of appropriate controls, personal protective equipment including respiratory protection, and work practices to minimize the potential hazard(s).

## **4.0 RESPONSIBILITY**

All levels of management are committed to protecting and promoting employee health and enhancing the workplace environment. Every employee is responsible for participation in the occupational health and industrial hygiene program as described herein.

### **4.1 Management**

- 4.1.1 Personal and visible demonstration of adherence to Company policies.
- 4.1.2 Assignment of accountability for industrial hygiene program implementation.
- 4.1.3 Procurement of sufficient resources to ensure policy implementation.

### **4.2 Employees**

- 4.2.1 Personal and visible demonstration of adherence to Company policies.
- 4.2.2 Participation in the industrial hygiene monitoring program.
- 4.2.3 Participation in Company provided medical programs.
- 4.2.4 Participation when looking for exposure control solutions to reduce employee exposure situations.

### **4.3 Medical/Safety Department**

Provide the system and resources necessary to maintain policy implementation.

## 5.0 PROCEDURE

The following Industrial Hygiene core elements identify the program basics that are in place to evaluate, document, and where needed, control potential health hazards. These core elements represent known standards of good professional practice, as well as regulatory requirements.

### 5.1 EXPOSURE ASSESSMENT

#### 5.1.1 Qualitative Exposure Assessment

The INDSPEC facility has completed a basic characterization of the physical workplace which identifies the chemical and physical processes, types of equipment, and raw materials, products and support materials in the workplace. The work force has been characterized including the number of individuals who work at the site, their job activities, shift schedules and shift lengths. Employees have been placed in to similar or homogeneous exposure groups (HEGs). As well, the chemical and physical hazards of the workplace, including noise, have been characterized.

Material safety data sheets have been obtained for all hazardous materials in the workplace. This data, along with other appropriate information sources, were used to conduct a qualitative exposure assessment of each HEG by interviewing at least one senior employee from each exposure group. The qualitative exposure assessment results in an estimate of the likely exposure, as compared to the Occupational Exposure Limit or OEL, while considering inhalation exposure, dermal contact and ingestion, as applicable.

For noise, the assessment used combination of sound level survey information and limited noise dosimetry data. Estimates were made of the amount of time each HEG spent in noisy areas of the plant according to the sound level survey and then assigned exposure ratings accordingly.

During the data collection and interview process, information was also recorded that would later be used for exposure control (PPE and Respiratory Protection).

#### 5.1.2 Quantitative Exposure Assessment

A sampling strategy was developed, based on the qualitative exposure assessments, which defines the number of samples needed for each significant hazard and the specific tasks to be sampled. A separate sampling strategy was developed for noise based on the noise exposure assessment.



#### 5.1.3 Sampling Schedules

\*From the sampling strategies, sampling schedules were developed for both noise and chemicals which are updated and completed on an annual basis. An outside Consultant is retained to conduct the sampling and, subsequently that consultant may train an on-site employee to take over the majority of the personnel monitoring.

Only validated industrial hygiene sampling and analytical methods are used and samples are analyzed by an AIHA accredited laboratory. Sufficient samples have been collected to obtain an estimate of potential exposure distributions and to meet regulatory requirements.

\*Industrial Hygiene sampling is performed by facility personnel or contract industrial hygiene personnel trained according to the sampling strategy. Monitoring sheets and analytical results are entered in an access database. Notification forms identifying the type of sample (Ceiling, STEL or 8-hr TWA) and sample results are reviewed by the facility HESS Management before the form is emailed to the employee that was sampled per OSHA requirements. The notification shall be provided to the sampled employee(s) within 15 working days from the date the sample results are received by the company or the company's contract representative.

Statistical analysis is performed on the data with results defining a new sampling schedule. Currently statistical analysis and sampling schedule is performed by an outside contractor on an annual basis.

#### 5.1.4 Data Interpretation and Reporting

The monitoring data have been analyzed by similar exposure group and the results compared to professionally accepted Occupational Exposure Limits (OELs). Individual and group monitoring results are regularly communicated to employees and management.

#### 5.1.5 Recommendations

Appropriate control measures have been identified for unacceptable exposure levels, according to the following hierarchy of controls:

- Elimination;
- Substitution with a less toxic material;
- Engineering controls;
- Administrative controls; and/or
- Personal protective equipment, including respiratory protection.

The hierarchy for engineering control measures is:

- Containment (for physical hazards, such as noise, this may include barriers or shields);
- Capture; and/or
- Dilution.

#### 5.1.6 Management of Change

A system is in place which triggers the exposure assessment process with any major change in process or when new chemical or physical hazards are introduced to or eliminated from the workplace.

#### 5.1.7 Medical Monitoring

Results of exposure assessment, sampling and analyses have been used to place specific employees into required medical surveillance programs. For example, asbestos workers are given chest x-rays; employees in high noise areas are given annual audiograms; HEGs with formaldehyde exposure are assessed for the need to be given a specific medical exam; and respirator wearers given a fit test(s). Medical surveillance is also used to determine if appropriate workers are medically fit and capable of performing specific assignments.

### 5.2 PERSONAL PROTECTIVE EQUIPMENT, INCLUDING RESPIRATORY PROTECTION

#### 5.2.1 PPE Hazard Assessment

As described above, the "chemical" exposure assessment process was designed and carried out in a manner such that the base information was also collected to conduct the PPE hazard assessment. Tasks were listed for each HEG in the facility where there could be a need for the use of PPE. Current PPE in use was documented. A comparison of chemical and physical exposure potential was made, and then changes were implemented in the use of specific PPE based on permeation, degradation, suitability, and application or use scenario. New PPE was introduced as needed. Facility hazard assessments are maintained in the safety recordkeeping offices.

A facility PPE matrix was developed and employees were trained on the components of the matrix. Updates to the matrix are made as needed and reviewed on an annual basis. PPE testing data is maintained to support proper selection.

Employees follow PPE matrix and work instructions denoting the proper PPE for work task. PPE can be obtained from the facility stores. Fall Protection Equipment is inspected annually by a trained INDSPEC employee or contractor and Fall Protection Equipment is inspected prior to use. Employee is responsible for PPE inspection and replacement. Level 'B' and 'C' suits, used for chemical splash protection, are returned to a designated plant location to be cleaned and inspected.

#### 5.2.2. Respirator Selection

The PPE hazard assessment process included an evaluation of the need for respiratory protection. Respirator selection was based on the chemicals present, the capacity of the respirator and the potential level and duration of exposure. For those particular Homogenous Exposure Groups (HEGs) where respiratory protection is indicated, all employees who may work that job are required to be medically fit to wear the respirator(s), trained in its use, and fit tested. Respirator fit testing is performed by a trained INDSPEC Employee or Contractor and records maintained with the plant safety department.

\*Training includes: use of the correct respirator and cartridges/filters; how to don and doff; cleaning/disinfection; storage; and, identification of any obvious malfunctions. Respirator training is conducted under the direction of the plant safety department. Respirator replacement components can be obtained from the facility HESS department. Respirators are cleaned and maintained by the operator and by trained contract personnel.

### 5.3 EXPOSURE CONTROL AND VENTILATION

The INDSPEC facility has established an exposure control strategy which reduces workers' exposure to levels which are below recognized occupational exposure limits or to the lowest level feasible. The hierarchy of controls (Section 4.1.5) is used as part of this strategy. A system (written program) which assures that, over time, exposure controls continue to protect workers has been implemented. A Consultant has been retained to measure and assess ventilation systems on a routine basis (e.g., quarterly and/or annually).

#### 5.4 TRAINING AND EDUCATION

A training program has been developed to educate workers for their protection. Primarily under Hazard Communication but also under PPE, and Respiratory Protection, employees are informed of the following:

- Occupational health hazards and symptoms;
- When workers are likely to encounter the hazard;
- Methods workers can use to protect themselves from reasonably anticipated hazards;
- How and when to use provided engineering controls, and consequences of non-use;
- Administrative controls, including standard operating procedures; and,
- How and when to use the protective equipment provided.

\*The HESS department coordinates all necessary health and safety training. Training records are maintained by the HESS department and kept in the HESS recordkeeping office.

#### 5.5 AUDITING AND QUALITY CONTROL

\*The IH Program is audited as part of the Safety Quality Review at least every two years. As well, the IH and Medical Program is part of the Corporate Compliance Assurance audit program which is conducted, on average, every three years. Annual audits are performed by the HESS department, facility supervisors or contract personnel.

#### 6.0 RELATED PROCEDURES & REFERENCES

1910.95 – Occupational Noise Exposure  
1910.132 – Personal Protective Equipment – General Requirements  
1910.134 – Respiratory Protection  
1910.1000 – Air Contaminants (Z-Tables)  
1910.1001 – Asbestos General Industry  
1910.1020 – Access to Exposure and Medical Records  
1910.1029 – Benzene  
1910.1048 – Formaldehyde  
1926.1101 – Asbestos in Construction  
Ventilation

#### 7.0 RELATED FORMS

Industrial Hygiene Work Sheet

## PROTECTIVE CLOTHING PROCEDURE

### Section 1 Purpose and Scope

#### 1) What is the Purpose of this procedure?

- a) To establish protective clothing guidelines for the INDSPEC Chemical Corporation's Petrolia site. This procedure does not address Flame Resistant Clothing, which is covered under a separate policy.

#### 2) What is the scope of this procedure?

- a) This procedure applies to all INDSPEC Petrolia Plant employees, contractors, and visitors.

### Section 2 Definitions

#### 3) Define the following:

- a) **Protective Clothing** – Any of a wide range of clothing types designed to protect the wearer from specific chemical, particulate or other types of hazards.
- b) **Uncoated (White) Tyvek** – An uncoated Tyvek providing protection from dusts and particulates.
- c) **Chemical Splash Suit** – A one or two-piece suit that has been adequately tested for the contaminant in question and has acceptable breakthrough time.
- d) **\*Chemical Resistant Clothing** – Clothing that possesses some chemical resistance (it is usually of PVC material). Chemical specific permeation data may not be available, but it would be expected to be protective (e.g., by analogous data with a PVC glove).
- e) **Rain Suits** – Clothing designed to protect the wearer from the weather, but not from chemical exposure. (INDSPEC Petrolia Plant employees wear chemical resistant clothing as rain suits.)

### **Section 3 Policy**

#### **4) Policy**

- a) Different types of protective clothing should not be mixed or confused.
- b) Chemical splash suits are provided to protect the arms, legs, and torso from hazardous chemical contact. Impervious gloves must be sealed at the jacket cuff and pant legs worn out over impervious boots. Chemical splash suits are worn with a Chemical splash hood for head, eye, face and neck protection. Refer to INDSPEC Petrolia Plant Line Break Procedure for detailed PPE requirements.
- c) Chemical resistant suits are provided to protect the arms, legs, and torso from hazardous chemical contact. Chemical resistant suits are designed to be used with \* "Chemical Resistant boots", chemical resistant gloves, and a hood. The PVC suit shall be used in activities where the potential exists for the employee to be splashed with hazardous chemicals. Refer to INDSPEC Petrolia Plant Line Break Procedure for detailed Line Break PPE requirements.
- d) PVC rainsuits are to be used as rainwear only.
- e) Uncoated (white) Tyvek clothing is not to be used as chemical resistant clothing. It is primarily used for asbestos abatement, or to keep dry contaminants off clothing.

### **Section 4 Responsibility**

#### **5) Responsibility**

- a) Employees and contractors are to wear the proper protective clothing for the task they are to perform.
- b) Supervisors are responsible for ensuring their respective personnel conform to the rules and regulations outlined in this procedure.
- c) INDSPEC Petrolia Plant contractor contacts are responsible for ensuring contractors they bring to the site adhere to this procedure.

## **Section 5**

### **Selection/Procurement**

#### **6) Selection/Procurement**

- a) Select the appropriate protective clothing for the task you are performing.
- b) Procurement
  - 1. Uncoated (White) Tyvek is available at the plant storeroom.
  - 2. Linebreak Suits (Chemical Splash and Chemical Resistant) are available at the North Gate and Storeroom.

## **Section 6**

### **Inspection, Care, and Storage**

#### **7) Inspection, Care, and Storage**

- a) Prior to use, all protective clothing shall be visually inspected for defects such as imperfect seams, non-uniform coatings, pinholes, malfunctioning closures, and tears. Some flexible materials may stiffen during extended storage periods. The protective clothing should be flexed and examined by the user for surface cracks and other signs of shelf life deterioration.
- b) Protective clothing shall not be used if evidence of chemical or physical damage or contamination is found. Contaminated or damaged protective clothing shall be discarded and replaced immediately.
- c) Once protective clothing is donned, closures shall be secured and checked. The fit of the protective clothing shall also be evaluated. Improperly fitting protective clothing represents an added physical hazard.
- d) Residual chemical material should be washed off before protective clothing is removed to avoid chemical contact with the person removing the garment.

- e) All reusable protective clothing will be cleaned after each use as part of the job requirements. Each individual employee is responsible for cleaning and maintaining their own protective clothing at the job site.
- f) When not in use, protective clothing shall be stored in work locations to protect it from excessive heat, direct sunlight or physical damage. Protective clothing shall be hung up after use and cleaning, and must not be stored with personal clothing to minimize the possibility of chemical contamination of personal articles.
- g) All reusable protective clothing that is selected from the Safety Office general use supply, shall be cleaned after each use as part of the job requirement. Protective clothing must be either returned to the north gate security office washing room or placed in a designated PPE pick container. All general use protective clothing will be properly decontaminated by the north gate security officer and returned to the proper storage location.

## **Section 7 Training**

### **8) Training**

- a) Training requirements are covered under the PPE Procedure.

## **Section 8 Program Evaluation**

### **9) Program Evaluation**

- a) Evaluation of this program is included under the PPE Procedure.

## **Section 9 Procedure Review**

### **10) Procedure Review**

- a) Any changes (excluding administrative, typographical errors, etc.) or updates to this procedure will be reviewed with the Executive Safety Committee for their input and approval.

**\*Indicates latest revision**



APPROVALS:

Date

\_\_\_\_\_  
(Plant Manager)

\_\_\_\_\_  
Safety Manager

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## **HESP – 411 Respiratory Protection Program**

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### **SECTION 1 Purpose and Scope**

#### **1) What is the purpose of this procedure?**

- a) This procedure establishes a respiratory protection program in compliance with 29 CFR 1910.134.

#### **2) What is the scope of this procedure?**

- a) This procedure applies to all INDSPEC Chemical Corporation employees who will use filtering facepieces (dusk masks), air purifying, and/or air supplying respirators. Contractors are required to implement comparable respiratory protection programs for their employees who will use respiratory protection.

### **SECTION 2 Responsibilities**

#### **3) Responsibilities**

- a) **Respiratory Protection Program Administrator:** The HESS Manager is the Respiratory Protection Program Administrator, and has overall responsibility for the respiratory protection program for INDSPEC Petrolia Plant, including:
  - 1. Ensure that all employees (including new hires) are scheduled to receive appropriate training, fit testing, and medical evaluations in accordance with OSHA requirements.
  - 2. Ensure the availability of appropriate respirators, sufficient supplies (e.g., filters, chemical cartridges, canisters, cleaning and disinfecting solutions) and respirator spare parts;
  - 3. Ensure that respirators are properly cleaned, maintained, and stored;
  - 4. Ensure that respirators are used in accordance with their certifications;
  - 5. Maintain non-individually-assigned equipment ready for issuance;
  - 6. Ensure that emergency escape self-contained breathing apparatus is properly inspected and maintained;
  - 7. Consult regularly with employees required to use respirators to assess their views on program effectiveness and to identify and correct any problems;
  - 8. Ensure that engineering controls designed to control exposures are properly inspected and maintained;
  - 9. Conduct evaluations of the respiratory protection program as necessary, and update written programs as needed; and
  - 10. Maintain records required by the program.
- b) **Supervisors**
  - 1. Enforce usage of respirators within their areas;
- c) **HESS Department**
  - 1. Oversee monthly inspection of SCBA's, Air Supplied Systems and Emergency Escape Respirators and maintain documentation.
  - 2. Oversee inspection and test of Breathing Air Compressor Unit and maintain documentation.

**d) All Employees requiring respiratory protection**

1. Properly clean, inspect, maintain and store personal respirators;
2. Employees with personal use respirators shall be responsible for the proper storage and cleanliness of their respirator. Respirators must be exchanged if the pre-use inspection discovers damage or where cleaning with a non-alcohol wipe is impractical..
3. Select general use respirators from the north safety office and return used respiratory protection to the north washing machine room for proper cleaning and inspection.
4. Use respiratory protection in accordance with the instructions and training received;
5. Keep facial hair trimmed so that it does not interfere with the face to facepiece seal of the respirator, or valve operation; and
6. Participate in medical surveillance program and fit testing program.

**e) Visitors, Contractors, and Vendors**

1. Visitors, contractors and vendors must comply with all applicable aspects of 29 CFR 1910.134 if their jobs require them to wear tight fitting respirators.

**f) Security Personnel**

1. Properly clean, inspect, maintain and store general use respiratory protection.

### **SECTION 3**

#### **Respirator Selection**

#### **4) Respirator Selection**

**a) Routine Tasks**

1. Respiratory equipment is selected to fit the potential hazards presented by operations and maintenance at INDSPEC Petrolia plant site using HESP 411.02 and input from the employees who will be using the respirators. Employees who perform jobs that require the use of an air-purifying respirator on a regular basis may select one for personal use. Those employees who wear air-purifying respirator protection on an infrequent basis will select a respirator from the general storage supply.
2. Respirators selected for routine tasks are included in the PPE hazard assessment. A summary of the respirators selected by hazard can be found in Attachment 1. Deviations from the specified equipment require the approval of the HESS Department.

**b) Escape Respirators**

1. Escape respirator needs are determined using HESP 411.02. Escape respirator requirements are included in the PPE Hazard Assessment. Medical clearance is not required for the use of escape respirators.

**c) Non Routine Tasks**

1. For non-routine situations, such as line breaks and confined space entry, appropriate selection will be made using calculated concentrations or direct measurements. If a

situation is not covered by key procedures, or if you are unsure, contact the HESS department.

d) **IDLH Atmospheres**

- 1) For suspected or confirmed IDLH atmospheres, the use of pressure demand or other positive pressure SCBA, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA is required. In addition, a stand-by person that is properly trained and equipped to provide rescue or aware of the procedure to notify trained and equipped rescuers, shall remain in visual, voice or sign line communication with the personnel within the IDLH atmosphere.

e) **Voluntary Use Respirators**

1. Employees who only use filtering facepieces (dust masks) voluntarily are not required to be included in the respiratory program. A copy of OSHA 1910.134 Appendix D (HESP-411.07) related information will be provided to employees who voluntarily use an air purifying respirator. These employees are still medically qualified and trained; however, they are not required to be fit tested.

f) **Cartridge Change-out Schedule**

1. Cartridges with an end-of-service life indicator (ESLI) will be discarded according to the change-out schedule found in Attachment 1, or when the indicator changes color, whichever occurs first.
2. Cartridges that do not have an ESLI are also included in the change-out schedule in Attachment 1. The cartridge must be changed sooner if breakthrough is detected.
3. Filtering face pieces and particulate (only) cartridges (magenta P-100) will not have a specific change schedule; however, employees will change them out when breathing resistance becomes difficult.
4. Cartridges bearing a manufacturer's expiration date shall be discarded according to that date if it occurs first.

g) **Emergency Response**

1. During emergency response situations (interior fire fighting or hazardous material response) that require that use of Supplied Breathing Air (Air Line or SCBA), there shall be a minimum of 2 responders during interior entry with 2 responds on stand-by.

## **SECTION 4**

### **Medical Surveillance and Ability to Wear**

#### **5) Medical Surveillance and Ability to Wear**

- a) The use of respiratory protection may place an added burden on the individual's ability to breathe, and can cause medical problems if used in the presence of some co-existing health conditions. Employees who are required to wear respirators, or who voluntarily wear respirators, will be

evaluated to assure that they are physically and mentally able (i.e., claustrophobia) to wear them in the work environment. Medical evaluations are completed by a designated Licensed Health Care Provider chosen by INDSPEC. (Reference INDSPEC's Medical Surveillance Procedure found in DocuShare) This Licensed Health Care Provider will be provided with supplemental respirator user information and a copy of the INDSPEC Petrolia Plant Respiratory Protection Plan.

- b) An initial evaluation of medical ability to wear a respirator will be completed before an employee is fit tested or required to wear a respirator in the workplace. The initial evaluation for all candidates for employment will be performed during the pre-employment examination if the job position requires the use of respiratory protection. The HESS department will determine the frequency of the re-evaluation based upon the requirements of HESP 411.10.
- c) All contractor employees are required to show proof of a medical ability to wear evaluation and proper fit testing for the respiratory equipment that they will be using.

## **SECTION 5**

### **Training**

#### **6) Training**

- a) All INDSPEC employees who are required to use a respirator will be trained on respiratory protective equipment before they are required to use respiratory protection and annually thereafter. Training will include:
  - 1. Why the respirator is needed and how improper fit, use, or maintenance can compromise the protective effect of the respirator;
  - 2. Engineering and administrative controls that are in place to control exposures and how to use them;
  - 3. Limitations and capabilities of the respirator;
  - 4. How to use the respirator effectively in normal situations;
  - 5. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
  - 6. Hazards and warning properties of chemicals and dusts for which respirators are used;
  - 7. Demonstration of how to inspect, put on, adjust, and remove the respirator;
  - 8. Demonstration of positive and negative seal checks (Guidelines are found in Attachment 3);
  - 9. Discussion of cartridge "breakthrough" and end-of-service change schedule;
  - 10. Procedures for maintenance and storage of the respirator;
  - 11. Discussion of the facial hair policy;
  - 12. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
  - 13. The general requirements of the OSHA respiratory protection standard.
  - 14. Requirement for respirator user to leave area when: washing face and respirator face piece; if they detect vapor or gas breakthrough;; changes in breathing resistance or leakage or facepiece; and when replacing filter, cartridges or canister.
- b) Voluntary Use of Air Purifying Respirators
  - 1. Discussion of the medical ability to wear requirements; and
  - 2. Review of the information in OSHA's 1910.134 Appendix D (HESP-411.07) for voluntary respirator users.

## **SECTION 6**

### **Fitting**

#### **7) Fitting**

- a) All INDSPEC Petrolia Plant employees who are required to use tight-fitting respiratory protective equipment during the course of their jobs will be fitted and trained to properly use that equipment prior to on-the-job use. Employees who are fit tested shall be given a card identifying the manufacturer, mask style and size for each respirator they are required to wear. The HESS Department will be responsible for conducting fit tests for INDSPEC Petrolia Plant personnel. All contractors are responsible for their respective personnel.
- b) Employees will be refitted annually, in accordance with OSHA's Respiratory Protection Standard. The fit test will be **quantitative** and require a standard set of eight (8) exercises. Fit factors of 100 for half facepiece and 500 for full facepiece respirators are required to pass. HESP 411.04 describes the PortaCount quantitative fit testing procedure that will be used for fit testing.
- c) To ensure proper fit, employees who are required to use respiratory protection must be clean-shaven at the sealing surface of the respirator. In addition, facial hair must not interfere with the function of valves, etc. Employees who are required to wear any face sealing respirator must be clean shaven (within 24 hours) at the sealing surface of the respirator.
- d) False teeth and other dental appliances must be worn when wearing respiratory protection if they were worn during fit testing.
- e) Fitting Testing shall be repeated; if the employee reports, or the supervisor, or the Physician or other Licensed Health Care Provider, or Program Administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions could include facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight. or if after passing a fit test the employee notifies their supervisors or Physician or other Licensed Health Care Provider that the fit of the respirator is unacceptable.
- f) Employee's wearing corrective eyeglasses are provided with corrective lens inserts for Full Face Respiratory Protection Masks.

## **SECTION 7**

### **Cleaning and Disinfecting**

#### **8) Cleaning and Disinfecting**

- a) All respiratory equipment must be maintained in a clean and sanitary condition at all times. The cleaning and disinfecting procedures can be found in Attachment 4.
- b) Respirators maintained for emergency use shall be cleaned and disinfected per Attachment 4 after each use.

- c) Respirators used in fit testing and training will be cleaned and disinfected after each use. Non alcohol wipes for cleaning and spray disinfectant may be used during the day; however, respirators will be thoroughly cleaned and sanitized at the end of every day.

## **SECTION 8**

### **Inspection and Maintenance**

#### **9) Inspection and Maintenance**

- a) All respiratory protective equipment will be inspected prior to placing it into initial service, as well as before and after each use. Inspection procedures for air purifying respirators can be found in Attachment 5.
- b) SCBA and airline respirators will be inspected thoroughly at least once per month. Defective equipment will be removed and replaced immediately. SCBA inspection procedures can be found in Attachment 5.
- c) Respirators that fail an inspection are removed from service, and are discarded, repaired or adjusted. All respirators will be repaired only with parts from, or recommended by, the manufacturer. All repairs will be according to manufacturer's specifications, and they will be made by a qualified individual.

## **SECTION 9**

### **Storage**

#### **10) Storage**

- a) Stored respirators will be protected from dust, sunlight, heat, extreme cold, excessive moisture, chemicals, and mechanical damage. All freshly cleaned respirator face pieces will be placed in clean, reusable plastic bags and stored so that the face piece is not deformed in any way. Failure to follow these precautions may cause leaks around the face-to-face piece seal.
- b) Cartridges will remain sealed until use, and they will be discarded according to the end-of-service life schedule.
- c) SCBA units will be stored in an easily accessible location in a carry case or wall mounted cabinet. Cabinets will be mounted so that the top is no more than six feet above the walking surface. The SCBA unit will be stored intact, with all parts in good condition, harness straps untangled, air bottle filled to recommended capacity (minimum of 90% of capacity), breathing tube disconnected from the regulator (on air supplied respirators), and mask stored in an air-tight or draw string bag with head straps fully extended in front of the face piece.

## **SECTION 10**

### **Compressed Breathing Air Quality Assurance**

#### **11) Compressed Breathing Air Quality Assurance**

This section sets forth the minimum requirements for controlling the quality of compressed breathing air generated by an in-facility compressor system.

- a) Breathing air meets the following Grade D breathing air requirements:
1. Oxygen 19.5-23.5 %
  2. Oil (Condensed)  $\leq 5 \text{ mg/m}^3$
  3. Carbon Monoxide  $\leq 10 \text{ ppm}$
  4. Carbon Dioxide  $\leq 1000 \text{ ppm}$
  5. Odor – Lack of pronounced odor
  6. Dew Point for *Breathing Air Cylinders*(SCBA bottles, escape packs, tube trailers, six packs, etc.)  $< -50^\circ\text{F}$  dew point at 1 atm (same as 63 ppm water vapor)
  7. Dew Point for *Breathing Air Compressors*  $< -60^\circ\text{F}$  dew point November through March, and  $-35^\circ\text{F}$  the remaining months of the year.
- b) Compressed Breathing Air
1. HESP 402.04, “Breathing Air System Safety Review“, is used to evaluate the in-facility breathing air compressor system. The evaluation is repeated every five years.
  2. A quarterly breathing air sample will be taken for each fixed breathing air system and sent to a test laboratory approved by the Program Administrator for analysis. If the tested air does not meet the breathing air specifications, all use of the breathing air system will be stopped until the cause of the failed test is identified and corrected.
- c) No purchased Breathing Air will be used on plant site until all applicable inspections have been completed.
- d) Breathing Air will only be brought on-site during emergency situations.

## SECTION 11

### Recordkeeping

#### 12) Recordkeeping

- a) Respiratory Protection Inspection Records
1. The HESS Department will keep respiratory protection inspection records on file for the current year plus five (5) years.
- b) Records of Employee Exchange of Personal Use Respirators
1. The HESS Department will keep records of employee personal use respirators exchange on file for one (1) year.
- c) Records of Employee Respiratory Protection Training
1. Records of employee respiratory protection training and documentation will be kept for current year plus three (3) years. These records will be maintained by the HESS Department.
- d) Records of Employee Medical “Ability to Wear”
- 1) A copy of the physician’s written medical opinion will be provided to the employee. Another copy of employee medical “ability to wear” shall be kept on file in the HESS Recordkeeping Office at least the duration of employment plus forty (forty) 40 years.



## e) Fit Testing

- 1) The HESS Department will maintain records of respirator fit testing for the current year plus five (5) years. These records will include the following:

- i. Type of respirator test performed.
- ii. Specific make and model of respirator tested.
- iii. Name of person tested and a unique identification number.
- iv. Name of test instructor.
- v. Date of test.
- vi. Results of the test (overall fit factor and pass/fail indication).

## SECTION 12

### Program Evaluation

#### 13) Program Evaluation

a) An annual evaluation of the respiratory protection program will be led by the Program Administrator. An audit protocol is included in HESP 411.15. The evaluation will include the following three phases, as a minimum:

1. Audit of the respirator program operation;
2. Wear acceptance survey; and
3. Random field inspection of respirator use.

## SECTION 13

### DEFINITIONS

#### 14) Definitions

- a) Airline Respirator – A device, which uses a remote supply of breathing air connected to the user by an airline. This type of respirator is often called a “supplied air respirator” because it provides a source of clean breathing air to the user.
- b) Air-Line Respirators with Egress Bottle – A combination device, which primarily uses a remote supply of breathing air connected to the user by an air-line in addition to an auxiliary self-contained air supply bottle. The primary purpose of this combination device is to escape from a hazardous atmosphere using the carried auxiliary air supply in the event the regular air supply is interrupted. Use of egress bottle is addressed in Standard Operating Procedures, Line Break Procedure and Safe Work Permit.
- c) Air-Purifying Respirator – A respirator which is designed to remove air contaminants (i.e. dust, fumes, mists, gases, vapors or aerosols) from the air inhaled by the wearer.
- d) American National Standards Institute (ANSI) – An industry association which develops and publishes various consensus standards.
- e) Breakthrough – A condition that occurs when the air-purifying cartridge or canister cannot capture air contaminants because the sorbent material has been exhausted or overwhelmed by the contaminant concentration.

- f) Canister or Cartridge – The element of a gas and vapor or particulate air-purifying respirator which contains the sorbent, filter and/or catalyst which removes specific contaminants from air drawn through it.
- g) Filter – A media component used in respirators to remove solid and/or liquid particles from the air before the wearer inhales the air.
- h) Immediately Dangerous to Life or Health (IDLH) – An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.
- i) Negative Pressure Respirator – A respirator in which the air pressure inside the facepiece is positive during exhalation in relation to the outside air pressure and negative during inhalation in relation to the outside air pressure.
- j) Oxygen Deficient Atmosphere – Any atmosphere with a concentration of oxygen less than 19.5%.
- k) PLHCP – Physical or Licensed Health Care Professional
- l) Permissible Exposure Limit (PEL)/Threshold Limit Value (TLV) – Maximum time-weighted average exposures allowed by Oxy Corporate OELs/OSHA/ACGIH for an eight-hour workday during a normal 40-hour work week.
- m) Personal Use Respirators – An air purifying respirator that is selected by an employee for required or voluntary use and is kept by the employee for on-going tasks and used only by that employee.
- n) Positive Pressure Respirator – A respirator in which the air pressure inside the face piece is positive in relation to the outside air pressure during inhalation and exhalation.
- o) Self-Contained Breathing Apparatus (SCBA) – An atmospheric-supplying respirator, which uses a compressed breathing air cylinder carried by the wearer.

## SECTION 14

### References

#### 15) References

402.04 Breathing Air Systems Safety Review

411.02 Guidelines for Selecting Respirators

411.04 Portacount Fit Test Procedure

411.07 Information Provided to Employee for Voluntary Use of Respirator

411.10 Respirator Use Examination

411.15 Respiratory Program Checklist

\*Respirator Selection Information (Attachment 1).pdf

User Seal Checks (Attachment 3).pdf

Respirator Cleaning Procedure (Attachment 4)

Respirator Inspection Procedure (Attachment 5).pdf

\* Asterisk indicate revisions

ID	Class 1 Chemical Name (As of 5/18/2011 *Indicates latest change)	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
1	#3 Krystal Secondary (Temp. above 130 Deg. F)	100,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
2	50% Caustic Soda-Rayon	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
3	52% Formaldehyde Solution Uninhibited	100	Neoprene		<b>Full Face</b>		Yes	No	Hazmat
4	AMOCO Ultimate Lead Free Premium	Exempt	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	Yes	All Chemical Boots
5	Amercol C-354 Deposit Inhibitor	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	Hazmat
6	Aqua Ammonia (Ammonium Hydroxide)	1,000	Neoprene	<b>TK-Green</b>	Not Required	<b>Green TK</b>	Yes	No	Hazmat
7	Benzene	10	Cobra F-466 or 467 or Fluonit F-468		<b>Supplied Air</b>		Yes	Yes	Hazmat
8	Beta Resorcylic Acid Effluent	50,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
9	Biosperse 250 Microbiocide	100	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	No	Hazmat
10	Biosperse 550 Microbiocide	None	Cobra F-466 or 467 or Fluonit F-468	<b>Green TK</b>	Full Face	<b>Green TK</b>	Yes	No	Hazmat
11	Boilerhouse Blowdown (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
12	Carbonated Liquor (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
13	Caustic Soda Anhydrous All Grades	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
14	Caustic Soda Diaphragm 50%	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
15	Caustic Soda Liquid 50%	2000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
16	Caustic Soda Liquid 73%	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
17	100% Caustic ( <b>Sodium Hydroxide, Molten</b> )	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
18	Dehydrating Column Distillate	4,545	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	No	All Chemical Boots
19	Diacid (Intermediate)	2,857	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots

Notes:

Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications

ID	Class 1 Chemical Name (As of 5/18/2011 *Indicates latest change)	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
20	Dilute Effluent (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
21	Disalt (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
22	Dissolver Slurry	20,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
23	Drew™ 11-755 Antifoulant	142.9	Neoprene	Green TK	Full Face	Green TK	Yes	No	Hazmat
24	Drewperse 744 Antifoulant	1000	Neoprene	Green TK	Full Face	Green TK	Yes	No	Hazmat
25	Fire PFF2 1000S (Component B)	Not Established	Neoprene		Not Required		Yes	No	Hazmat
26	Fire PFF2 1030FM (Component B)	Not Established	Neoprene		Not Required		Yes	Yes	Hazmat
27	Fusion Butter	5,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
28	Gluconic Acid 50% Technical	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	Hazmat
29	Heavy Liquor (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
30	Hi-Tech Salt (Temp. above 130 Deg. F)	333	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
31	Krystal Sulfite Wet Cake (Temp. above 130 Deg F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
32	Melt	20,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
33	Molten Penacolite Resin B 16-S	20,000	Neoprene		Not Required		Yes	No	All Chemical Boots
34	Molten Penacolite Resin B 18-S	20,000	Neoprene		Not Required		Yes	No	All Chemical Boots
35	Molten Penacolite Resin B-19-M	33,333	Neoprene		Not Required		Yes	No	All Chemical Boots
36	Molten Penacolite Resin B-19-S (Temp. above 130 Deg F)	33,333	Neoprene		Not Required		Yes	No	All Chemical Boots
37	Molten Penacolite Resin B-1A	20,000	Neoprene		Not Required		Yes	No	All Chemical Boots
38	Molten Penacolite Resin B-20-S	100,000	Neoprene		Not Required		Yes	No	Hazmat
39	Molten Penacolite Resin B-21-S	5,000	Neoprene		Not Required		Yes	No	Hazmat
40	Monoacid	2,857	Neoprene		Not Required		Yes	No	All Chemical Boots
41	Nitrogen Refrigerated Liquid	None	Neoprene		Not Required		Yes	No	Hazmat

Notes:

Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications

ID	Class 1 Chemical Name (As of 5/18/2011 *Indicates latest change)	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
42	Oakite 32	14,285	Neoprene	Green TK	Not Required	Green TK	Yes	No	Hazmat
43	Oleum	1000	NL - 339 or Fluonit F-468	Green TK	Supplied Air	Green TK	Yes	No	Hazmat, Black Tingley, Lehigh
44	Performax 330 Cooling Water Treatment	100	Neoprene		Not Required		Yes	No	Hazmat
45	Phenol	1000	Neoprene	Green TK	Full Face	Green TK	Yes	No	All Chemical Boots
46	Phenol Column Distillate (Intermediate)	5,000	Neoprene	Green TK	Full Face	Green TK	Yes	No	All Chemical Boots
47	Primary RM441	12,500	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
48	Primary Sulfate Slurry (Temp. above 130 Deg. F)	None	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
49	Process Condensate (Intermediate)	None	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
50	Recovery Scrubber Water (Temp. above 130 Deg. F)	None	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
51	Recycle Water	100,000	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
52	Resorcinol 70	5,000	Neoprene		Not Required	Yellow Neese		No	All Chemical Boots
53	Resorcinol 80	6,250	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
54	Resorcinol 90	6250	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
55	Resorcinol Technical Grade Molten	5,000	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
56	Resorcinol 2026-B (Temp above 130 Deg F)	None	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
57	Rosnic Molten	5,000	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots
58	Secondary Residue	50,000	Neoprene		Not Required	Yellow Neese	Yes	No	All Chemical Boots

Notes:

Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications

ID	Class 1 Chemical Name (As of 5/18/2011 *Indicates latest change)	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
59	Secondary Sulfate Slurry (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
60	Secondary Sulfate Wet Cake (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
61	Secondary Sulfite Slurry	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
62	Soda Ash (Temp. Above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
63	Sodiated Acid (Intermediate)	20,000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
64	Sodium Hydroxide, Molten ( <b>100% Caustic</b> )	1000	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
65	Sodium Sulfate (Temp. above 130 Deg. 65F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
66	Sodium Sulfate, Technical Calcined (Temp. above 140 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
67	Sodium Sulfite (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
68	Sodium Sulfite 25%	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
69	Sodium Sulfite Commercial Anhydrous	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
70	Spray Dryer Scrubber Water (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
71	Steam	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
72	Stripped Crude (Intermediate)	5,555	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
73	Stripped Raffinate (Temp. above 130 Deg	100,000	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	Yes	Hazmat
74	Sulfate Wash Water (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
75	Sulfite Wash Water (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
76	Sulfur Dioxide (Intermediate)	500	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	No	Hazmat
77	Sulfur Dioxide Solution (Intermediate)	1000	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	No	Hazmat

Notes:

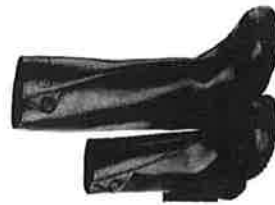
Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications

ID	Class 1 Chemical Name (As of 5/18/2011) *Indicates latest change	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
78	Sulfuric Acid 77-100%	1000	Neoprene		Not Required		Yes	No	All Chemical Boots
79	Sulfuric Acid, Scrubber Grade	1,041	Neoprene		Not Required		Yes	No	All Chemical Boots
80	Treated Water (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots
81	Unstripped Crude	5,555	Neoprene	<b>Green TK</b>	Not Required	<b>Green TK</b>	Yes	No	All Chemical Boots
82	X-Factor (Temp. above 130 Deg. F)	None	Neoprene		Not Required	<b>Yellow Neese</b>	Yes	No	All Chemical Boots

### Chemical Boot Description



Tingley rubber overboot



Lehigh 3149 boot



HazProof Hazmat boot



Onguard 87012 Hazmat boot

#### Notes:

Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications

ID	Class 1 Chemical Name (As of 5/18/2011) *Indicates latest change	Reportable Quantity	Chemical Gloves	Chemical Splash Hood <sup>1</sup>	Respiratory Protection	Chemical Splash Suit <sup>1</sup>	Safety Apparel	Flammable	Chemical Boots*
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Notes:

Safety Apparel includes: Hard Hat, Designated Boots, Safety glasses/Side Shields, Nomex clothing.

<sup>1</sup> Green TK can be used in all applications

<sup>2</sup> Hazmat boots can be used in all applications



Section C.6  
SITE SECURITY

The INDSPEC facility is protected by site security procedures and systems. The site has restricted plant access with perimeter fencing, monitored gates, and turnstiles for all employees, contractors and visitors who enter the plant. Gates are installed at each end of the plant where the railroad enters the plant. These gates can be closed during any high level alert situation.

The facility is staffed with Security guards 24/7. Security guards can monitor personnel movement via computer readouts and security cameras from either the north or the south gate around the clock. Two main gates to allow entry and exit to the plant by authorized personnel. Security guards are trained and DOT certified.

An identification badge system is in operation which will open the turnstiles when an employee enters the plant and leaves the plant. The system records the time employees enter and exit the facility and is used for headcount purposes during any plant emergency. Access to this system is at the guard's station.

Security cameras are strategically located throughout the facility. These cameras are monitored by the attending Security Guard(s) and can be viewed by HESS personnel. Digital recordings are archived for later viewing if necessary. Visitors who enter the facility must sign in at guard house and are not allowed entry without authorization from INDSPEC personnel. Visitors must view a safety orientation video before they are allowed to enter the plant. Visitor access is limited based on authorization level.

Section C.6.1  
Site Security  
Plant Idling or Shut Down

Due to market demand for products, or to certain operational conditions, INDSPEC may find it necessary to temporarily shut down production or idle the facility. During these periods, the company remains committed to maintaining a level of security and operational readiness that will prevent releases from process equipment or storage tanks.

In addition to the security measures described in Section C.6, the following specific measures will be taken during idling periods:

- On-site chemical inventories will be reduced. Plant Operations personnel will coordinate consumption of hazardous materials in the period preceding the shutdown so that the quantity of materials stored on site will be at a minimum.
- To the extent practicable, there will be no rail cars of raw materials stored on site while the plant is idled.
- The facility will remain staffed around the clock with trained personnel. Key job duties during this period will be to monitor all process areas and manage any issue that may present a risk of release to the environment. Water from storm events will continue to be managed as agreed in the NPDES permit and accompanying correspondence.
  - A variety of methods will be used to prevent storm water from entering process areas including the use of curbs, berms, dikes and sandbags. This is intended to prevent rainwater from coming into contact with chemical processing equipment.
  - Storm water that collects in containment areas will be monitored for potential impact prior to being released outside of the containment. Any water that is negatively impacted will be collected for future chemical manufacturing use.